

Appendix IV. General Guidelines on MTCS Monitoring

- A.** Field Offices and TARC do not have to wait for the June or December reports on MTCS reporting performance. Step 1.0 of these Guidelines suggests notifying all underreporting PHAs after the initial assessment.
- B.** In general, Field Offices and TARC can do any of the following at any time:
 - Contact PHAs in the HA Delinquency report that owe the most records.
 - Identify other PHAs with reporting rates (“on hand percent”) under 85 percent. Field Offices may want to contact these PHAs, alert them to Notice PIH 2000-13, and remind them of their reporting responsibilities. Field Offices may provide PHAs with the list of diagnostic questions (contained in Appendix VII) to help them identify and respond to reporting problems.
 - Maintain a correspondence file on all MTCS, Form HUD-50058, and Notice PIH 2000-13 inquiries. A correspondence file will be helpful in the event the Field Office or TARC seeks to impose sanctions later.
- C.** Field Offices should develop a strategy to improve reporting for PHAs in their jurisdiction. The starting place for devising the strategy is the monthly HA Delinquency report. Follow-up strategies for very large PHAs and very small PHAs are likely to be different.
- D.** Field Offices should ensure that all staff with Form HUD-50058 and MTCS responsibilities receive a copy of Notice PIH 2000-13 and any guidance materials. Field Offices should ensure that such staff has access to the MTCS application on the Internet. Field Office staff can contact their MTCS Administrator to obtain or renew their user ID and password. If you do not know who your MTCS Administrator is, you may contact Tom Williams in HUD Headquarters at (202) 708-4027 x6069. (Note: PHAs call the MTCS Hotline for passwords.)